



NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(An Autonomous Body under Ministry of Tourism, Govt. of India)

A-34, Sector 62, Noida 201 309

Tel: 0120-2590603/2590610

website: www.nchm.gov.in, e-mail: nchmctadmn@gmail.com

Vacancy Notice/Advertisement No.NCHM-01/2025

NCHMCT invites applications from eligible candidates for recruitment of **Stenographer Grade 'D'** on Direct Recruitment Basis. Particulars of the post are as under:

Pay Level & Grade Pay	No. of Posts	Age	Essential Eligibility Criteria & Experience	Mode of Selection
Pay Level 4 GP Rs.2400	02 (1-UR & 1-EWS)	Not exceeding 27 years	<u>Essential Qualification:</u> 12th pass or equivalent from a recognized Board or University <u>Skill Test Norms:</u> Dictation 10 minutes @ 80 wpm and transcription 50 minutes in English or 65 minutes in Hindi (on computer)	Written Test followed by Skill Test. (Skill test only for candidates shortlisted in the written test)

Instructions:

- 1) The prescribed application format is available in the website www.nchm.gov.in.
- 2) Interested candidates may apply by sending the duly filled-in application along with copies of necessary documents in support of date of birth, qualification(s), experience, category, etc., to **The Director (A&F), NCHMCT, A-34, Sector 62, Noida 201 309.**
- 3) The envelope containing the application should be superscribed on the top as "Application for the post of Stenographer Grade 'D'".
- 4) Upper age limit will be reckoned as on closing date of this advertisement i.e. 16.09.2025.
- 5) Last date for receiving the applications in the NCHMCT is **16.09.2025**. Applications received after the last date shall not be considered.
- 6) In case of employee of Central/State Govt./Autonomous Bodies/PSUs etc., the applicant must submit NOC from the employer at the time of document verification, in case called for.
- 7) The NCHMCT reserves the right to shortlist the applications, fill or not to fill the vacancy.
- 8) In case of any inadvertent error in publication of advertisement, the result will be on the basis of requisition/recruitment rules of the post, DoPT guidelines and any other prevailing guideline of GOI.

Director (Admn. & Finance)